



USAID | EL SALVADOR

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72051924R10004

ISSUANCE DATE: October 30, 2023

CLOSING DATE/TIME: November 14, 2023 /11:59 PM
El Salvador time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC – Local Compensation Plan)

TITLE: Regional Pay Liaison

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

**Sara Mohy
Suliman**

Digitally signed by
Sara Mohy Suliman
Date: 2023.10.26
16:34:58 -06'00'

**Sara Suliman
Contracting Officer**

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I. GENERAL INFORMATION

1. SOLICITATION NO.: 72051924R10004

2. ISSUANCE DATE: October 30, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: November 14, 2023 / 11:59 PM El Salvador time

4. POINT OF CONTACT: Executive Office / USAID, El Salvador; e-mail at ssvacancies@usaid.gov

5. POSITION TITLE: Regional Pay Liaison

6. MARKET VALUE: \$19,476.00 - \$31,158.00 equivalent to **FSN-08**.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in El Salvador. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: USAID expects the successful offeror to provide continuous services under a series of sequential contracts subject to availability of funds.

8. PLACE OF PERFORMANCE: USAID/El Salvador with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: This position is open to **All Interested Offerors**. ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

1. Current employees serving a probationary period are not eligible to apply.
2. Current employees with unsatisfactory performance are not eligible to apply.
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.

10. SECURITY LEVEL REQUIRED: Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.

11. STATEMENT OF DUTIES**a) General Statement of Purpose of the Contract**

The Regional Pay Liaison is located at the USAID/El Salvador Regional Financial Management Office and reports directly to the Chief Accountant.

The incumbent is responsible for administering, controlling, and maintaining all payroll related processes and shares responsibility for the determination and computation of pay, allowances, other benefits, and leave for USAID/San Salvador's Cooperating Country Nationals/PSC (CCN/PSC) by examining and processing all types of difficult and complex payroll matters in the system. The incumbent serves as a liaison between client mission payroll staff, worldwide Third Country National (TCN) staff, the Global Financial Service Center in Charleston (GFSC), and USAID/Peru. In addition, the incumbent performs voucher examinations including the most difficult and most complex invoices for payment of goods and services relating to USAID technical program activities and administrative (operational and travel) vouchers in order to make timely payments to a wide variety of vendors which include partners, contractors, service providers, and employees.

b) Statement of Duties to be Performed

- 1. Worldwide TCN Payroll 50%**
 Responsible for maintaining communication between Client Missions, TCN staff world-wide, GFSC and USAID/Peru and performs the following: a) timely review of personnel actions, contracts, and other supporting documentation related to the payment of salary and other benefits to TCN employees working for USAID (the Payroll Specialist ensures that GFSC has all necessary information to effect payments once the documentation is submitted to them), b) provides high quality assistance and guidance to solve any payroll issue related through periodic communication with missions, c) follows up with GFSC on payroll payments for TCN staff, d) classifies personnel files actions for all TCN staff and further submission to the GFSC for payment processing, and e) distributes individual pay slips.
- 2. FSN Payroll Processing 20%**
 Responsible for submitting the USAID/San Salvador CCN payroll each pay period, by: a) verifying accuracy in reporting the time and attendance for mission employees, b) reviewing all personnel actions generated within of prior the pay period for further submission to the GFSC for payment processing, c) preparing emails/cables with any personnel action request either for payment or correction to GFSC. This position facilitates El Salvador mission-wide payroll processes by liaising with payroll specialists within each technical office with the USAID/El Salvador mission, which are normally seven staff.
 On a monthly basis, prepares benefits payments for USAID San Salvador CCN-payroll vouchers from Instituto Salvadoreño del Seguro Social (ISSS), Administradoras de Fondo de Pensiones (AFP) and private health insurance, by: a) ensuring accuracy on employees deductions and employer's contributions, b) preparing draft payroll for appropriate revision and approvals, c) preparing the fiscal data report, d) coordinating USAID final payroll payment submissions with STATE Financial Management Office, e) Filing proof of payments of these payrolls and its further distribution to each local institution.

Download payroll information from SHIFTS and administer the employee database in FESD for all CCN employees.

Compute severance, unused annual leave, and bonus payments for employees leaving the Mission.

Provide periodic payroll services to BHA/Costa Rica, by a) provide high quality assistance and guidance to solve any payroll issue related, b) follow up with GFSC the delay on payroll payments for FSN staff, c) manage individual profiles in WebTA for four CCN staff and, d) prepare payroll cables submitted to GFSC for payment.

3. WebTA 15%

Manages and oversees the effective operation of the Agency's Web Time & Attendance system for USAID/El Salvador and BHA Office located in Costa Rica. As the main timekeeper the incumbent ensures a complete submission of T&A information to avoid disruptions in the payroll process, including re-assignment supervisors, when needed.

Trains and supports incoming/existing USDH, USPSC, and timekeeper staff in the use of the system and make sure data is recorded correctly. Answers questions related to applicable payroll regulations. Understands, correctly apply, and answer questions regarding regulations surrounding differentials, allowances, and other T&A benefits including, Post Differential, and any other benefits as applicable. Cooperating Country Nationals/PSC (CCN/PSC). Serves as payroll liaison for coordinating the Mission's time and attendance reporting for locally hired employees. Receives and compiles the T&A reports from the timekeepers and suggests corrective actions when necessary. Updates the T&A system database and uploads T&A information into the Charleston website.

Maintains records updated in the FSN Earns & Leave Statements Database (FESD) application to facilitate the access to earnings and leave statements for all CCN employed staff.

Ensures all regulations approved by Mission Management are used accordingly and answer questions regarding updates to the Local Compensation Plan.

4. Voucher Examination 15%

Examines and audits a full range of USAID complex project and operating expense invoices to ensure conformance with the terms of the contract, grant agreement, purchase order, or authorization as well as pertinent USG regulations. Additionally, the job holder ensures proper application of Prompt Payment Act and Mission policies by processing vouchers within the proper, allotted time frames. The incumbent routinely performs financial analysis, reconciliations which include difficult calculations, and advance liquidation transactions. The job holder prepares and recommends rationales concerning any portion of disallowances, when appropriate, for ineligible payment requests or lack of supporting documentation. The job holder ensures that established controls are working effectively to prevent duplicate or improper payments. The incumbent uses the most complex module under the accounting system, Phoenix, which includes multiple document and

transaction types and often includes several accounting lines, numerous obligations, and a multitude of currencies.

The job holder is responsible for complex transactions of multiple business units in multiple countries and different currencies. The incumbent also records the transactions using E2, ASIST, WebTA, and others. In carrying out these duties, the incumbent analyzes and resolves any issues discovered during the voucher examination process and post disbursement accounting entries accurately to the financial management system, Phoenix.

Generates Mission Invoice Numbers and upload vouchers into USAID's electronic file retention system (ASIST), as applicable.

Serves as backstop for other voucher examiners, and for the document control clerk function.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

c) Supervisory Relationship

1. Supervision Received: The Regional Pay Liaison, works under the general supervision of the Chief Accountant. The employee works with considerable independence, resolving problems and determining appropriate approaches, and taking initiative to consult with supervisors as appropriate. Work is evaluated primarily in terms of accomplishments.

2. Supervision Exercised: The supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** A minimum completion of secondary school plus two years of College/ University studies in Accounting, Finance or Business Administration. **(Offerors must submit a copy of the College/University transcripts).**
- b. Prior Work Experience:** Three years of progressively responsible experience in payroll, voucher examination, auditing, or accounting is required.
- c. Language Proficiency:** Level 4 (fluent) English and local language proficiency, both oral and written, is required. (This will be tested)
- d. Job Knowledge:** A good working knowledge of financial management system in terms of voucher processing and certification, accounting principles, budgeting, procurement, disbursing and internal control systems as they relate to the certification function.

Knowledge of the potential to acquire knowledge of regulations, procedures, and practices governing USAID payroll system. Excellent knowledge of office productivity software applications (e-mail, electronic calendar, word processing, excel, etc.) is required. (This may be tested)

- e. **Skills and Abilities:** Must be able to respond and correctly resolve a wide range of complex payroll problems, questions, or situations. Must have demonstrated sound reasoning and logical abilities; good oral and written communication; interpersonal skills; proficiency in the use of computer/work processing terminal equipment and calculators. (This may be tested)

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after an offeror is interviewed.

1. Offerors will be initially screened based on the extent to which the individual meets the minimum qualifications above.
2. A Technical Evaluation Committee (TEC) will review and evaluate the offers that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified offerors based on the following evaluation criteria:

Prior Work Experience (35%)

Job Knowledge (30%)

Skills and Abilities (35%)

As assessed against the Technical Evaluation criteria, offerors who possess qualifications that exceed the minimum requirements may be awarded additional points/credit in the evaluation process.

3. The TEC will conduct interviews of the most highly rated offerors before making a selection recommendation to the Contracting Officer (CO). The interview will be one of the determining factors in the final selection.
4. Before a final offeror is selected for the position, the CO will direct the TEC or the Human Resources Division to perform professional reference checks and they will also be factored into the final selection.
5. At the end of the process, only the Offerors who are invited for an interview will be notified of the TEC final selection.

IV. SUBMITTING AN OFFER

1. Interested offerors for this position must complete and submit the following form or the offers will not be considered: **Application for US Federal Employment (DS-174 English version)**, which is available on our website <https://eforms.state.gov/Forms/ds174.pdf>
2. Offerors must submit the DS-174 form to ssvacancies@usaid.gov and clearly reference the solicitation number and Position Title on all offeror submitted documents.
3. **Offerors must submit a copy of the College/University transcripts.**
4. Offerors may submit any other documentation (e.g., cv, cover letter, essays, certificates, awards, etc.) that addresses the qualification requirements of the positions as listed above.
5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Cooperating Country National (CCN) PSC is authorized benefits and allowances in accordance with AIDAR Appendix J and the LCP of the U.S. Mission in El Salvador.

VII. TAXES

Locally employed staff are required to follow Mission policy and local labor law as described in the LCP.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCNPSC** award are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor —

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGES%20Regulations>
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International

Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/partner-with-us/acquisition-assistance-ombudsman/psc-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov

6. FAR Provisions Incorporated by Reference

52.204-27 - PROHIBITION ON A BYTEDANCE COVERED APPLICATION - (JUN 2023)